

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Audit Supervisor – Personal Income Tax

Classification: Administrator I

Location Central Office

Section/Unit: Personal Income Tax

Salary Range: \$5076-\$6476

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the direction of the Section Manager, the PIT Audit Supervisor is responsible for the workload management and continued development of the PIT Tax Auditors through the technical review of their cases. You will work with the other PIT supervisor within the section to coordinate any necessary technical training to enhance the staff's technical skills and help us meet the program's goals. You will also work closely with the other administrators on a statewide basis in coordinating and successfully implementing the program's Operational Plan.

Required Knowledge, Skills, Abilities:

- Ability to directly supervise technical staff and provide them with the necessary technical guidance to successfully complete their PIT audit cases.
- Ability to promote trust and credibility with staff and peers.
- Strong leadership and staff development skills.
- Maintain flexibility, adapt to changing priorities, and effectively handle sensitive issues requiring immediate attention.
- Clear and effective oral and written communication skills.
- Strong knowledge of Personal Income Tax Law

Desirable Experience/Qualifications:

Experience in evaluating workloads and their processes to increase compliance on a large scale.

Familiar with the workplan and budget process.

Understanding of the various audit programs including: Pass Thru Entities, C-corp, and MSA.

INVOLVEMENT IN A DIVERSITY OF ACTIVITIES, PROGRAM AREAS, AND/OR POSITIONS THAT HAVE PROVIDED YOU WITH A GREATER UNDERSTANDING AND APPRECIATION FOR THE BROADER PERSPECTIVE OF THE DEPARTMENT/ENTERPRISE. DEMONSTRATED PERFORMANCE ENCOURAGING POSITIVE RELATIONSHIPS, CREATING HIGH JOB SATISFACTION. ENCOURAGING SUCCESS. SHOWING UNDERSTANDING. AND BEING TRUSTING AND SUPPORTIVE.

Mail or hand deliver your application by: January 26, 2009

Telephone Number: 916-845-6961

Address/Room Number: Exam Unit, P.O. Box 550, Sacramento, CA 95812-0550 Attn: Carolina Beach, MS F381

Special Instruction: FTB Employees Hand Deliver or Route to: Carolina Beach – MS F-381

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

"California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.